

PPM 582

PROGRAM TRANSPORTATION

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GENERAL REQUIREMENTS

582.01 PURPOSE OF TRANSPORTATION

Vocational Rehabilitation Program transportation is a supporting service, the purpose of which is to pay for or reimburse travel and travel-related costs which:

- (1) (A) arise directly from (are caused by) the participation of an applicant or eligible individual in one or more primary (non-supporting)

Vocational Rehabilitation Program services or benefits concurrently provided, and

(B) represent additional travel expenses that the individual would not otherwise have apart from program participation; and

(2) are necessary supports required to secure and maintain the ability of the individual to participate in the primary service(s) or program benefit(s).

[REQUIRED PRACTICE. In accordance with this section, program transportation is provided only to meet program service travel requirements, and is not available for any other transportation or travel needs.]

582.02 QUALIFYING INDIVIDUALS

(1) As appropriate to the vocational rehabilitation needs of each individual and in accordance with the policies described in this chapter, Vocational Rehabilitation Program transportation services can be provided for:

(A) travel by applicants, to the extent that the individual's participation in an assessment of eligibility and priority for services (including trial work experiences or an extended evaluation) results in transportation costs in excess of his or her normal transportation expenses;

(B) travel by eligible individuals (including eligible individuals receiving services under a post-employment services program), to the extent that the individual's participation in an assessment of vocational rehabilitation needs or the receipt of vocational rehabilitation services or benefits under an Individualized Plan for Employment (IPE) results in transportation costs in excess of his or her normal transportation expenses; and

(C) travel by service providers of program participants (such as travel attendants) who must accompany the individual during actual travel.

(2) Vocational Rehabilitation Program transportation services are available to the extent required for an applicant or eligible individual to access and participate in mediation or an administrative hearing as part of the Vocational Rehabilitation Program appeal process.

NATURE AND SCOPE OF PROGRAM TRANSPORTATION**582.03 GENERAL NATURE AND SCOPE OF TRANSPORTATION**

(1) Consistent with the provisions of this chapter, Vocational Rehabilitation Program transportation is available for the allowable costs of service-applicable and necessary travel.

(2) Vocational Rehabilitation Program transportation includes, as appropriate:

(A) the cost of transportation services provided by a community rehabilitation program (CRP) or other service provider;

(B) fares, mileage, and related expenses for individuals and accompanying service providers;

(C) moving expenses required for the permanent relocation of an eligible individual; and

(D) in limited circumstances, the costs of short-term vehicle rental.

**582.04 COMMUNITY REHABILITATION PROGRAM
TRANSPORTATION**

Transportation may be paid by the Vocational Rehabilitation Program to a community rehabilitation program (CRP) or other service provider with which the vocational rehabilitation agency has a purchase of service agreement (POSA) that includes transportation as a billable service cost.

582.05 FARES, MILEAGE, AND RELATED TRAVEL EXPENSES**(1) TRANSPORTATION OF APPLICANTS AND ELIGIBLE
INDIVIDUALS**

Transportation paid for or reimbursed to an applicant or eligible Vocational Rehabilitation Program participant may include the costs of:

(A) fares paid by an applicant or eligible individual for the use of public or commercial transportation systems and services (including bus, taxi, shuttle van, subway, and other fares); and

(B) mileage driven by the applicant or eligible individual (or by another individual for purposes of transporting the applicant or eligible individual) by private passenger vehicle, and related travel costs (such as tolls and parking fees).

(2) TRANSPORTATION OF SERVICE PROVIDERS

Vocational Rehabilitation Program transportation services are also available, as appropriate and necessary, for service providers of program participants (such as travel attendants) when the service provider accompanies the individual during travel and the services of the provider are required for the purposes of, and will be rendered during, actual travel by the applicant or eligible individual.

582.06 MOVING EXPENSES FOR PERMANENT RELOCATION

Moving expenses for permanent relocation are permitted as a Vocational Rehabilitation Program transportation service in support of job placement, to the extent that:

- (1) the individual is an eligible individual; and
- (2) a job offer of permanent employment meeting the employment outcome goal identified by the Individualized Plan for Employment (IPE) of the eligible individual has been made by a specific employer and accepted by the individual; and
- (3) the job offer is—
 - (A) conditional upon the relocation of the individual, or
 - (B) otherwise requires the relocation of the individual, because—
 - (1) the job offered and accepted is located in a local community other than that in which the individual currently resides and commuting is precluded due to any or a combination of the

unavailability of transportation, disability-related limitations, or distance; and

(2) the planned relocation is to the local community in which the job offered and accepted is located.

[REQUIRED PRACTICE. Vocational rehabilitation transportation services are unavailable and cannot be provided for the permanent relocation of any applicant when no offer of permanent employment has been made and accepted, where the employment offer is for temporary work or any other employment that does not meet the employment outcome goal identified in the IPE, or when relocation is not a condition of employment required for the acceptance and performance of the job.]

582.07 SHORT-TERM VEHICLE LEASE OR RENTAL

The short-term lease or rental of a motor vehicle is permitted as a Vocational Rehabilitation Program transportation service, provided that:

- (1) the individual is an eligible individual; and
- (2) the individual (or the driver who will be operating the rental vehicle for the purpose of transporting the individual) is a licensed and insured driver presenting a current and valid driver's license and proof of insurance; and
- (3) the need for vehicle rental is the result of an emergency situation (such as the break-down of a personal vehicle), and is necessary to prevent a significant interruption of the individual's vocational rehabilitation progress; and
- (4) a vehicle is not provided by insurance or a dealership for the individual's temporary use; and
- (5) (A) other means of travel (including, but not limited to, the use of another existing family-owned vehicle, public transportation, or commercial transportation services) are unavailable or insufficient to meet the vocational rehabilitation needs of the individual, or

(B) the vocational rehabilitation needs of the individual can be met at less cost to the Vocational Rehabilitation Program through the use of vehicle rental than through any other available means of transportation.

CONDITIONS AND LIMITATIONS OF SERVICE PROVISION**582.08 GENERAL REQUIREMENTS**

Vocational Rehabilitation Program transportation assistance can be provided only:

- (1) for the costs of travel and travel-related expenses consistent with program policy;
- (2) (where an individual is an applicant participating in trial work experiences or an extended evaluation or an eligible individual receiving services under an Individualized Plan for Employment) in accordance with the conditions and limitations specified by the applicable plan, as described in PPM chapter 600; and
- (3) with the full and prior knowledge, approval, and authorization of the Vocational Rehabilitation Counselor, as described in PPM chapter 600.

582.09 SUPPORTING SERVICES LIMITATIONS**(1) RELATIONSHIP TO OTHER, PRIMARY SERVICES**

Because of its limited role as a supporting service only, transportation cannot be provided at any time as a stand-alone, single service or to support another supporting service. Vocational Rehabilitation Program transportation can be provided only when subordinately linked as a necessary support to one or more specifically identified primary (non-supporting) services also being provided.

[REQUIRED PRACTICE. With respect to paragraph (1) of this section, the employment outcome of an individual is not a vocational rehabilitation service, but is the goal for which services are provided; consequently, program transportation cannot be linked to an individual's job and provided as an employment support. Vocational Rehabilitation Program transportation is justifiable as a supporting service in connection with job-related services only when it is provided as a necessary support for specific vocational rehabilitation job search, job placement, job retention, or on-the-job advancement services while those services are being provided.]

(2) DURATIONAL LIMITATIONS

The duration of all Vocational Rehabilitation Program transportation is limited to the duration of the primary service it supports and the continued need for transportation as a necessary support for the primary service. Transportation must be discontinued whenever the primary service being supported is interrupted, suspended, completed, or otherwise terminated, or when transportation ceases to be a necessary support specific to the primary service to which it is linked.

(3) PLAN LIMITATIONS

No plan of services, including any trial work experiences or extended evaluation plan or any Individualized Plan for Employment (IPE), can be approved and implemented that identifies transportation or transportation and other supporting services as the only service or services to be provided.

(4) RECORD OF SERVICES CLOSURE

Once the requirements for closing an individual's record of services have been appropriately met and the primary services provided for under the individual's IPE have been completed, the record of services cannot be kept open or services continued solely for the purpose of providing transportation.

(5) POST-EMPLOYMENT SERVICES LIMITATIONS

(A) Post-employment services cannot be furnished solely to provide transportation or transportation and other supporting services. If transportation is provided in conjunction with other post-employment services, the need for the transportation provided and its supportive role relative to substantial post-employment primary services also provided must be clearly identified.

(B) Vocational Rehabilitation Program transportation is subject to the same requirements and limitations when provided as a post-employment service as otherwise apply at any other time.

582.10 AMOUNTS PAID OR REIMBURSED FOR TRANSPORTATION**(1) GENERAL LIMITATION**

Amounts paid or reimbursed for Vocational Rehabilitation Program maintenance cannot exceed the actual or estimated amount of increased costs incurred by the individual for travel and travel-related needs which are incurred as a direct result of Vocational Rehabilitation Program participation and are additional expenses over and above the individual's ordinary, usual and customary expenses for travel.

(2) LEAST COST

All Vocational Rehabilitation Program transportation provided for each applicant or eligible individual is limited to the services required to meet the vocational rehabilitation needs of the individual at the least cost for the program, in accordance with the requirements of PPM chapter 600.

(3) VOCATIONAL RELEVANCE AND NECESSITY

All vocational rehabilitation transportation provided with program funds must be vocationally relevant and necessary (required) for the individual to achieve the employment outcome specified in his or her Individualized Plan for Employment (IPE), as described in PPM chapter 600.

(4) COMPARABLE SERVICES AND BENEFITS

Comparable services and benefits must be identified and utilized to the maximum extent possible to meet all program transportation needs, in accordance with Vocational Rehabilitation Program comparable services and benefits requirements described in PPM chapter 600.

(5) UNMET NEED REQUIREMENT FOR POSTSECONDARY TRAINING STUDENTS

In accordance with the student financial aid requirements described in PPM chapter 600, transportation will not be paid for or reimbursed as an ancillary cost of postsecondary training for any individual who has no unmet need, as calculated by the training institution attended.

[REQUIRED PRACTICE. The cost of attendance calculated by the training institution attended includes an allowance for training-related transportation; hence, all transportation costs relevant and necessary to post-secondary training participation are reflected in the cost of attendance. As such, Vocational Rehabilitation Program transportation cannot be provided when available resources (including the expected family contribution and student financial aid grants and other resources) are sufficient to meet the total costs of attendance and there is no unmet need for any of the training-related expenses definable as Vocational Rehabilitation Program transportation expenses.]

(6) PRICE QUOTES

If the cost of goods purchased for transportation is sufficient to require price quotes consistent with program price quote policies described in PPM chapter 600, two or more price quotes must be obtained and utilized for the program transportation provided, unless the transportation in question can only be obtained from a single source. Program price quote requirements apply to the provision of all permanent moving and relocation and vehicle rental services.

(7) PROGRAM FEE SCHEDULES AND SERVICE COST GUIDELINES

Approved fee schedules and service cost guidelines of the Vocational Rehabilitation Program apply to the provision of transportation services, as described in PPM chapter 600.

(8) PURCHASE OF SERVICE AND OTHER SERVICE PROVISION AGREEMENTS

The amount paid for the transportation authorized and provided must be in accordance with any applicable purchase of service or other service provision agreement, consistent with PPM chapter 600. The amount paid or reimbursed for transportation services provided by a community rehabilitation program (CRP) will be determined in accordance with the purchase of service agreement (POSA) between the CRP and the Vocational Rehabilitation Program.

(9) FINANCIAL PARTICIPATION

Eligible individuals may be required to meet all or a part of the costs of their Vocational Rehabilitation Program transportation, in accordance with

program financial participation requirements described in PPM chapter 610, except that, to the extent that postsecondary training related transportation costs are paid for by the student or family by the application of the expected family contribution determined by the student financial need analysis, any financial participation required by this paragraph will be deemed to have been met in full, and no further financial participation will be required of the individual or the individual's family with respect to training related transportation.

(10) PUBLIC AND COMMERCIAL FARES

The amount paid or reimbursed for travel by public or commercial transportation systems and services (including bus, taxi, shuttle van, subway, and other fares) will be determined by the published fares applicable to the particular systems and services used.

(11) MILEAGE

The amount paid or reimbursed for mileage driven by the applicant or eligible individual (or by another individual for purposes of transporting the applicant or eligible individual) by private passenger vehicle, and related travel costs (such as tolls and parking fees) incurred in conjunction with travel by private passenger vehicle, will be determined in accordance with the mileage rate published by the Vocational Rehabilitation Program in Appendix C of this manual, as applicable at the time of travel.

PROHIBITED USES

582.11 PROHIBITED USES OF PROGRAM TRANSPORTATION

Vocational Rehabilitation Program transportation is not available, and cannot be provided:

- (1) for the purchase of any motor vehicle requiring title registration, licensing, and insurance for lawful operation; or
- (2) to meet any of the ongoing, usual and customary costs of vehicle ownership and use incurred for private vehicles, including, but not limited to, any of the costs of—

- (A) auto loan payments,
- (B) vehicle maintenance or repair,
- (C) drivers licenses, vehicle registrations, or license plates,
- (D) auto insurance or warranties (including additional insurance offered by vehicle rental agents or extended warranties offered by auto sales or leasing agents),
- (E) uninsured damage due to fire, flood, weather-related event, accident, vandalism, theft, or other loss, or
- (F) auto club memberships or emergency road-side assistance.

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

582.12 RECORD OF SERVICES CONTENT REQUIREMENTS

When Vocational Rehabilitation Program transportation is provided, the Individualized Plan for Employment (IPE) or other components of the record of services for the individual must:

- (1) identify the specific primary service or services to which the transportation has been subordinately linked as a necessary support;
- (2) demonstrate that the decision to provide transportation assistance is in accordance with all applicable provisions of this chapter; and
- (3) include all authorizations and vouchers, together with all supporting documentation required to process payment, including an itemized written claim, signed and dated by the individual, that includes, as applicable, supporting billings, paid receipts, or other substantiating documentation for each expense for which payment or reimbursement is requested.

[REQUIRED PRACTICE. The program transportation expenses of an individual can be paid for or reimbursed only on the basis of specific costs incurred, as evidenced by an itemized written claim, signed and dated by the individual, that includes, as applicable, supporting billings, paid receipts, or other substantiating documentation for each expense for which payment or reimbursement is requested. The Vocational Rehabilitation Counselor cannot authorize program transportation payments for

unspecified expenses not explicitly documented. All fiscal documentation pertaining to the transportation assistance provided, including all price quotes, authorizations, and claim-vouchers, together with all claims and supporting billings or paid receipts required to process payment, must be in evidence in the individual's record of services.]

582.13 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: Federal regulations 34 CFR §§361.5(b)(57), 361.13(c), 361.45, 361.46, 361.47, 361.48(h), 361.50, 361.51, 361.53, and 361.54.]

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